

## Baltimore City Department of Human Resources

Elliott L. Wheelan, Director of Human Resources

Martin O' Malley, Mayor

**EXAMINATION FOR:** EMERGENCY DISPATCH SUPERVISOR (PROMOTION)

**SALARY:** \$33,657 – \$40,998 **GRADE:** 89

**CLOSING DATE:** January 14, 2005 is the last day to file an application.

**<u>POSITION</u>**: An Emergency Dispatch Supervisor supervises the receiving and dispatching of emergency police calls. Employees work rotating shifts including evenings, weekends and holidays.

The eligible list may be used to promote persons as vacancies arise.

**MINIMUM QUALIFICATIONS:** On or before the date of filing the application, eligible classified City employees must:

Have graduated from an accredited high school or possess a GED certificate;

AND

Have three years of experience in operating a two-way radio and related communications equipment;

OR

Have an equivalent combination of relevant education and experience in operating a two-way radio and related communications equipment.

**SELECTION PROCESS:** Only classified City employees who indicate the minimum qualifications on their applications and have successfully completed a probationary period on or before the day of filing an application will be placed on the eligible list without further examination. The training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for the position. Qualified candidates will not be listed in rank order.

**FOR YOUR CONVENIENCE:** Applicants may also obtain and submit applications for this title at the following location:

Baltimore City Police Department 601 East Fayette Street Main Lobby Baltimore, Maryland 21202 This location is for pick up and drop off only. No mail is accepted at this address.

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Apply to: Baltimore City Department of Human Resources · 201 East Baltimore Street · Suite 100 · Baltimore, Maryland 21202 · (410) 396-3860

For additional job opportunities information, call (410) 545-3875 For the Hearing impaired: TTY 396-4930

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(see reverse side)

**APPLICATIONS:** Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

**TESTING FOR DRUGS:** Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

**ELIGIBILITY:** Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

**SERVICE FEE:** City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.



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